
CHAPTER 37 CRIMINAL CASE JUDGMENTS AND REPORT OF CASE DISPOSITION

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WRITTEN JUDGMENT IS REQUIRED

[Ind. Criminal Rule 15.1](#) requires, subject to the provisions set forth by statute, that upon a verdict of a jury or the decision of the court, the court is to promptly prepare and sign the judgment. As with other judgments, the clerk is to enter the judgment in the Record of Judgments and Orders (RJO) and note the entry of the judgment on the Chronological Case Summary (CCS). If the judge fails to promptly cause the judgment to be prepared, signed, and entered as required by the rule, he or she may be compelled to do so by mandate. The provisions of Ind. Trial Rule 58(B) pertaining to the content of the judgment do not apply in criminal proceedings.

Notice of Disposition of Criminal Case Must Be Provided to the Indiana State Police Records Division

Additionally, the clerk is required by [Ind. Code 10-13-3-25](#) to furnish a report of the disposition of the case to the Indiana State Police within thirty (30) days of the disposition. This statute applies not only if the defendant is convicted of an offense, but also if the defendant is acquitted or the case is dismissed or otherwise disposed. The clerk should send a copy of the order disposing of the case to the Indiana State Police at the mailing address listed below. In the event that the case includes multiple counts, some of which are disposed earlier than other counts, notice of the disposition should be sent within thirty (30) days after each count is disposed.

Point of Contact:

**Indiana State Police
Records Div.: Disposition Section
100 North Senate Ave.
Room N302
Indianapolis, In. 46204-2259**

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